

# **Helms School of Government Spring Public Policy FAQ Information**

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## **Presenters**

- **How does presenting a paper benefit me?**
  - Presenting a paper allows you to develop your research, writing, and professional presentation skills. It allows you to pursue research topics of interest and present your findings in a supportive yet challenging academic environment wherein you will be able to grow from the feedback provided by the moderator, faculty, and classmates alike.
  - Presenting a paper also gives students the opportunity to add a substantive academic accomplishment to a resume or CV.
  
- **What are the formatting requirements for a conference paper?**
  - Papers should be formatted in Turabian, footnote style.
  - Footnotes can be challenging to learn; please refer to our Turabian guidelines. Papers will not be accepted for publication in the conference proceedings unless they follow the required Turabian-footnote guidelines. This [helpful link](#) explains Turabian formatting.
  
- **What topics are appropriate for a conference paper?**
  - The Call for Papers provides guidelines on policy topics. We try to allow for maximum flexibility in our chosen policy theme.
  - Students can contribute research and analysis which they have done for classwork; however, they must not simply submit a paper from a class; appropriate modifications must be made to fit the purpose and scope of the conference, as well as removing any class identifying information.
  
- **What is the due date for submitting an abstract?**
  - Abstracts for the 2025 Spring Public Policy Conference are due by 12/2/24. We may be able to offer an extension on this deadline, and you may request a brief extension at [hsogconference@liberty.edu](mailto:hsogconference@liberty.edu).
  
- **What is an abstract?**
  - An abstract is a concise summary of what your research paper will discuss.
  - It is an original work (as opposed to being an excerpt from the actual research paper). The abstract is approximately a 150-250 word paragraph.
  
- **What is the link for submitting an abstract?**
  - Please go to the [conference webpage](#) and click on “Submit Your Abstracts.”
  
- **What is the due date for submitting a paper?**
  - Research Papers for the 2024 Spring Public Policy Conference are due by 1/14/25. If you would like to request a brief extension, you may do so at [hsogconference@liberty.edu](mailto:hsogconference@liberty.edu).

- **What are the requirements for a conference paper?**
  - We have created a checklist which explains paper requirements and which will help with the editing process. You may access the checklist [here](#).
- **What is the process after I submit my conference paper?**
  - After you submit your paper, you will receive email by 1/14/25 which confirms that we have received your paper and which explains the review process.
  - All papers go through several layers of review. If we require any edits, we will contact you to explain those requirements and the resubmission process.
  - We will finalize the presentation schedule by 2/14/25, and we will email that schedule to you.
  - Your breakout session moderator will contact you by 3/7/25.
  - We offer a virtual presentation training session for anyone interested in learning more about how to give an effective presentation. We will communicate that information with you ahead of the conference.
- **When will I know when I will present my paper?**
  - We will finalize the presentation schedule by 2/14/25, and we will email that schedule to you on or around that date.
- **Where can I access links to the virtual panels and breakout sessions?**
  - If you are a virtual presenter, we will email your Teams presentation link to you by 3/7/25.
  - **IMPORTANT:** Please check the link ahead of the conference to ensure that it works for you.
  - Breakout sessions are livestreamed, recorded, and posted to the conference website. Plenary Panels are recorded and posted to the conference website. If you want to view conference panels or breakout sessions, you may access all content [here](#).
- **What options are available for those traveling to campus?**
  - Travel information including a campus map, visitor's guide, and lodging/dining options are available on the conference page. You may access that [here](#).
  - We have made group lodging arrangements with the Virginian Hotel in Lynchburg. You may reserve a king or double queen standard room for \$142. January 31, 2025 is the deadline for reserving room at this rate.
  - If you would like to reserve a room at the Virginian, you may use [this link](#), or you may directly contact the hotel at (434) 329-3200 x0. Liberty University and the Helms School of Government are not able to make individual hotel reservations for guests.
- **Whom should I contact if I have questions about the conference or my presentation?**
  - You may email your questions and concerns to the conference email address: [hsogconference@liberty.edu](mailto:hsogconference@liberty.edu).

## **Moderators**

- **What are the requirements for being a moderator?**
  - Moderators attend a breakout session where papers are presented. Moderators are asked to introduce each presenter, provide some brief opening and concluding remarks, and finally provide feedback and guidance for any discussions which will hopefully occur among presenters and attendees.
  - Moderators should typically have a terminal degree in Public Policy, Political Science, Law, or a related field (International Relations, Government, Public Administration, Foreign Policy, etc.). Appropriate professional experience along with a masters' degree is also acceptable.
  - More to the point, moderators should be willing to mentor presenters, communicate with the presenters in their panel, and coordinate online and in-person presentations in conjunction with IT support staff.
- **When will I know which breakout session I'm moderating?**
  - Dr. Kahlib Fischer will contact you to discuss your breakout session.
  - If you have any questions, please contact us at [HSOGConference@liberty.edu](mailto:HSOGConference@liberty.edu).
- **Where should I park?**
  - We reserve parking in the Speakman parking lot, and these spots are marked by traffic cones.
  - The Speakman Lot is behind the LU Bookstore, and you may access a campus map [here](#).
- **What are the requirements to park on campus?**
  - If you do not have an LU Parking Decal for this academic year, you will need to register your vehicle for a Visitor Parking Pass in order to park on campus.
  - You may register your vehicle using [this link](#).
- **What lodging and dining options are available?**
  - Travel information including a campus map, visitor's guide, and lodging/dining options are available on the conference page. You may access that [here](#).
  - We have made group lodging arrangements with the Virginian Hotel in Lynchburg. You may reserve a king or double queen standard room for \$142. [January 31, 2025](#) is the deadline for reserving room at this rate.
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## **Students**

### **- How can I participate in the conference?**

You can participate in the conference in several ways:

- Present a paper in a breakout session. To present a paper, you would need to follow the abstract and research paper submission deadlines which are available on our [conference webpage](#).
- Attend as part of a class activity. Most HSOG faculty have scheduled times for participating the conference. Your professor(s) will provide any relevant details about class conference participation.
- Enjoy the conference in-person. You may access this year's full conference schedule [here](#) on the conference schedule is finalized.
- Login and participate virtually. The breakout sessions (paper presentations) livestreamed, and the session links are on the conference webpage. The plenary sessions are recorded and posted to the conference webpage. You may access the our [conference webpage here](#).

### **- What are the benefits of participating in the conference?**

- Conference participation is an important scholarly and professional activity which increases one's knowledge base, relevance, and relationships within one's discipline.
- Attending the conference will expose students to cutting-edge concepts within HSOG degree fields and allow students to interact with industry experts.
- It also allows students the opportunity to add content to a resume or CV.

### **- Where can I access the conference schedule?**

The 2025 conference schedule will be available on the [conference website](#) by the first week of March.

### **- Where can I access links to the virtual breakout sessions and the plenary session recordings?**

The links to all livestreamed and recorded content will be available [here](#) prior to when the conference begins. Please note that plenary session recordings will be updated throughout the conference.

### **- How can I participate in special conference events (receptions, etc.)?**

- While plenary panels and breakout sessions do not require registering for the conference, students who would like to participate in a conference special events (such as a reception) should register for the conference at [this link](#). We will send a special event invitation to anyone who registers for the conference, and you should respond to the RSVP link included in the email.
- We also communicate special event opportunities through a general email to all HSOG students. Submitting an RSVP with the link provided in the email is the best way to guarantee that you will be able to attend a special conference event. If you have a question about special events, you may contact us at [HSOGConference@liberty.edu](mailto:HSOGConference@liberty.edu).

## **Guests**

- **Where can I access the full conference schedule?**
  - The 2025 conference schedule will be available on the [conference webpage](#) during the first week of March.
  - We will email the conference program to everyone who registers for the conference. You may register [here](#), and we will email the full conference program by early March.
- **Where can I access links to the virtual panels and breakout sessions?**

The links to all virtual content are available [here](#).
- **What lodging/dining options are available?**
  - Travel information including a campus map, visitor's guide, and lodging/dining options are available on the conference page. You may access that [here](#).
  - We have made group lodging arrangements with the Virginian Hotel in Lynchburg. You may reserve a king or double queen standard room for \$142. January 31, 2025 is the deadline for reserving room at this rate.
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  - You may register your vehicle using [this link](#).
- **Where can I access a campus map?**

The Liberty University Police Department has several campus maps available on their webpage. You may access the maps [here](#).
- **Whom should I contact if I have questions about the conference?**

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